

COMMUNITY FACILITY DIRECT/ GRANT CHECK LIST

Name of Applicant	Contact: Name:	Phone:
Type of Project	County	

I. ELIGIBILITY AND ENVIRONMENTAL DETERMINATION

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies
1	<ul style="list-style-type: none"> Articles of Incorporation and Bylaws Certificate of Incorporation/ Organization Current Certificate of Good Standing. (Immediately forward to RD State Office) <ul style="list-style-type: none"> In addition, Attorney's Opinion that the applicant is a duly organized body politic and corporate pursuant to the Constitution, statutes and laws of the State of North Dakota. 		Applicant Opinion from Applicant's Attorney		5/OR
2	Clearing House Clearance Letter Comments (See attachment for address and requirements)		Applicant to write OIGA		3/1C
3	Pre-application for Assistance (for Non-construction) (for Construction)	SF 424.1 SF 424.2	Applicant Applicant		3/1OR
4	Request for Environmental Information & applicant narrative for parts 1,2,13,15, and 17 as Exhibit I copies of required inquiries.	RD 1940-20	Applicant, SHPO, NRCS		3/1OR
5	Balance Sheet (Not more than 90 days old)	RD 442-3	Applicant		3/1OR
6	List of current outstanding debts, including debtor's name, monthly payment, number of remaining payments, and interest rate.	See ND 1942-A, Guide 2	Applicant		3/1OR
7	Last 5 years' Audits: Existing Community Facilities (when planned security is not tax based)		Applicant		3/1C
8	Test for Credit: Applicant to provide written <u>certification</u> it is unable to finance through own resources or other credit at reasonable rates and terms.	Applicant's Letter head	Applicant		3/1OR
9	Exhibit A-1 of RD Instruction 1940-Q, Restrictions on Lobbying	Exhibit A-1, 1940-Q-Auto	Applicant		3/1OR
10	Operating Budget (five years of projected operation)	RD 442-7	Applicant		3/1OR
11	Management Agreement if with a third party	Guide 24, RD Inst. 1942-A	Applicant Attorney Third Party		5/1OR
12	Standard Flood Hazard Determination	FEMA 81-93	Applicant		3/1OR
13	Evidence of Significant Community Support	See 1942-A, Guide 1, Attachment 1	Applicant and Local Government Certification		3/1OR
14	1900-D Documentation	Automated	Applicant		3/1OR
	SUBMIT 1-14: PREAPPLICATION COMPLETE				

15	Review of Non procurement List: http://www.arnet.gov:8000/epl/owa/epl_login.login_form		RD/SD		3/1OR
16	Department of Housing and Urban Development Credit Alert Interactive Voice Response System (CAIRVS)	Application	RD		3/
17	Project Selection Criteria (Community Facility Loan Program)	Guide 26 1942-A	RD/SD		1/1OR
18	Project Selection Priorities(Community Facility Grant Program)	RD 3570-1	RD/SD		1/1OR
19	Worksheet For Computing Maximum Grant Assistance	RD 3570-2	RD/SD		3/1OR
20	Civil Rights Impact Analysis	RD 2006-38	RD/SD		3/1OR
21	Compliance Review*	RD 400-8	RD/Applicant *SD		3/1OR
22	*Affirmative Fair Housing Marketing Plan Available on the internet at: http://www.hudclips.org/sub_nonhud/html/pdfforms/935-2.pdf Required for all housing, nursing homes, and assisted living..	HUD-935.2	Applicant/RD		5/1OR
23	Notice of Pre-application Review Action	AD 622	RD/SD		1/1OR/1 C

***Applicants will be advised of the requirement for compliance with the applicable Civil Rights laws for the project purpose and Community Facility Requirements.
PROCEED TO GUIDE 3 OR 4 AS APPROPRIATE.**